



**Townsend Community Engagement & Veterans
Committee Meetings
October 5th, 2022 @ 5:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

5:00 pm Community Engagement Committee Meeting

- I. Call to Order: 5:07 pm
- II. Opening Ceremonies
 - a. Roll Call: Councilwoman E. Clarke, Councilwoman S. Rojas, Town Manager A. Tantillo, Town Clerk M. Rivera, Police Chief R. Longo
 - b. Pledge of Allegiance: All present recited the Pledge of Allegiance
 - c. Recognition of Visitors: Councilman J. Mertz
 - d. Announcements: No Announcements
- III. Citizens Comments & Participation: No Comments from citizens
- IV. All agreed – agenda adopted.
- V. Debrief regarding Town of Townsend 9/11 Day of Service Event.
 - a. CW Rojas explained the area looks better since it has been cleaned out, mulched and watered. CW Rojas noted the freedom flag was raised during the event and everyone is happy with the outcome of the Police Department cleanup. Police Chief Longo agreed. CW Clarke thanked everyone who assisted during the event.
- VI. Debrief regarding Town of Townsend Pickleball Workshop Event.
 - a. CW Rojas stated everyone had fun at the event and exchanged emails. She explained that there is an expressed interest by all who attended to start a Pickleball League. CW Clarke advised that planning should begin now with brainstorming sessions so that the league can begin in the Spring. CW Rojas confirmed she will reach out to Harold to begin getting information. TM Tantillo confirmed she will begin researching insurance legalities such as waivers. TM Tantillo advised that private citizen registration may be needed since there may be different league requirements.
- VII. Discussion regarding future Town of Townsend Events:
 - a. Town of Townsend Trunk or Treat & Pumpkin Patch Plan confirmation
 - 1. TM Tantillo confirmed the Town has been registered as an allergy friendly vehicle for the Townsend Elementary School Truck or Treat Event. TM Tantillo advised the Town still has leftover prizes from the last Halloween Event available. TM Tantillo stated the date for the event is October 21st; vehicles must arrive before 5:15 pm, no entry or exit. TM Tantillo explained at 7:15 pm everyone will be let out. CW Rojas confirmed one of the Town's pickup trucks will be used for display of the history of the train for Townsend. CW Rojas explained the theme was chosen to represent the history of Townsend as it was initially a train community. CW Rojas is working on costumes and

Town Meetings will return to both an in person and a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.



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would like to gather more history of the Town's Train Station. TM Tantillo offered to give a big picture the Town has of the Train Station to be displayed. CW Rojas confirmed a playlist loop of train songs she has gathered.

2. CM Mertz advised he was unsure if Police presence was in attendance for last year's event. Chief Longo offered the Townsend Police Department's assistance with traffic. Chief Longo confirmed he will reach out to the school to confirm. CW Rojas explained there will be a pumpkin patch out front of Townhall. CW Rojas confirmed the setup time will be 4:30 pm or earlier. TM Tantillo stated she will provide Chief Longo with contact information of the school to Chief Longo to discuss traffic assistance needed. TM Tantillo confirmed GFL, the Town's municipal waste provider, who has offered to donate pumpkins for the Pumpkin Patch Event for this year just as they have done for many years. TM Tantillo stated there will be small decorations out front. CM Mertz offered to bring decorations for Townhall. CW Rojas advised she will ask Council at the next meeting if they are able to volunteer for either of these events.
3. Chief Longo confirmed that the Town's Police Department will be involved with the following events:
 - a. 10/29 – Drug Takeback at the Townsend Fire Department
 - I. Chief Longo confirmed setup time for this event will be at 9:30 am. Chief Longo also confirmed the event will be from 10 am – 2 pm but could end sooner depending on if he has orders from the DEA to leave early to drop off. Chief Longo announced that the event flyer has been posted in multiple locations throughout the Town and on the Townsend Police Department Facebook page. TM Tantillo advised that she is working with Chief Longo on a welcome message to announce the page on the Town's Facebook page.
 - b. 10/28 – Townsend Elementary School Parade
 - I. Chief Longo explained that the Townsend Fire Department will be shutting down streets and the Townsend Police Department will be leading the parade to and from the Townsend Elementary School with their vehicle emergency lights flashing. Chief Longo recommended from a security standpoint Code Red alerts should be sent at noon the day of the event.
 - c. 11/05 – Foodbank at Immanuel United Methodist Church
 - I. Chief Longo explained that the Townsend is looking forward to help at the Foodbank and he foresees it to be a busy event where volunteers will be needed.
- b. Town of Townsend Mural Contest with the involvement of Appoquinimink District Schools.



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1. CW Rojas stated she has received details from Chief Longo on what he would like the mural to consist of. CW Rojas announced she has received confirmation of involvement from Odessa High School and Appoquinimink School District. CW Rojas explained she is working on the registration form. Chief Longo confirmed that he would like the mural to be a painting of the Police Department's seal. CW Rojas advised she will send the schools a brief history of the Town explaining it is a railroad and farming community so that they can integrate the information into the mural. CW Rojas confirmed she will give this information to TM Tantillo so she can send it to the schools. CW Rojas recommended it would be great to have the other contest participants to do a mural at the Town Park. CW Rojas confirmed she will be sending the layout to TM Tantillo by the end of the week and that the contest information will be sent by mid-October to the schools with a deadline to return their designs by December. CW Rojas advised the winner should be chosen by Chief Longo. CW Rojas also recommended that the winner to be announced before the Christmas break so work on the mural can begin in January. CW Rojas explained that the mural will be inside and should not have to overcome any weather restrictions.
- c. Town of Townsend Veterans Day Event & Tunnels to Towers Fundraising Web Page
 1. Moved to Veterans Committee Meeting due to time.
- d. Town of Townsend Christmas Caroling & Christmas Tree Lighting Date and Plan Confirmation
 1. TM Tantillo stated Immanuel United Methodist Church has been a huge help and contributor with the Town. She explained that she spoke with Sara from Immanuel United Methodist Church and confirmed the Christmas Caroling date will be 12/10. TM Tantillo advised the setup time will be 3:30 pm for a start time of 4:30 pm with a rain date of 12/11. TM Tantillo advised she is awaiting confirmation from Emanuel Church if they will be offering refreshments this year. Additionally, TM Tantillo is awaiting confirmation for the attendance of the Appoquinimink School District Brass Ensemble and has reached out to other types of ensembles that Immanuel United Methodist Church has contact with. TM Tantillo confirmed that Immanuel United Methodist Church has taken the lead on this event for many years and that they will have members who will be caroling. TM Tantillo advised she will reach out to them to see if they are working with Townsend Elementary. CW Rojas advised it would be best to allow Immanuel United Methodist Church to continue to take lead on the event. TM Tantillo confirmed that this collaborative event is something residents have looked forward to annually from Immanuel United Methodist Church and stated she will reach out to Lifehouse Church to see if they were interested in participating in the event. CW Clarke recommended that the Town to look into expanding and enhancing the event.



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2. CM Mertz recommended having a screen with song lyrics to enhance the caroling experience for other to sing along. CW Clarke advised the Town should look into expanding collaborators to assist with sponsoring the event, such as paying for the lyric screen. Chief Longo confirmed the Police Department has a screen that the Town can use for the event.
3. TM Tantillo asked if the Committee would like to do the Holiday Lights Contest again this year with categories: animation displays and static displays. CW Clarke agreed as long as the budget permits.
4. TM Tantillo asked if the Committee would like to participate in food drives with other organizations like before or if the Town would like to start their own food drives. All agreed. CW Rojas will provide additional information for an animal shelter drive that was also discussed.
5. TM Tantillo advised that she will gather more information for Toys for Tots to announce at the Town Tree Lighting Event.
6. CW Clarke will reach out to CM Mertz regarding another non-profit that the Town can collaborate with for the Christmas season.

VIII. Adjourn

- a. CW Rojas motioned to adjourn the meeting. CW Clarke seconded the motion.
- b. Meeting adjourned at 5:46pm

5:30 pm Veterans Committee Meeting

- I. Call to Order: 5:46 pm
 - a. CW Clarke moved to recognize opening ceremonies were completed at the beginning of the Community Engagement meeting.
- II. Opening Ceremonies
 - a. Roll Call:
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors: none
 - d. Announcements: none
- III. Citizens Comments & Participation: None
- IV. All agreed – agenda adopted.
- V. Debrief regarding Town of Townsend Veterans Committee Events for 9/11 and Veterans Day.
 - a. Discussion of Tunnel to Towers Veterans Day Event:
 1. CW Rojas recommended free registration for the Fun Run and have the event open for donations upon registration. CW Rojas explained the run would start at Ginn Street and proceed to Gray Street, then to South Street, stop at Lifehouse Church for water, and then return the same way that runners came from. Chief Longo expressed concern over parking on roadways and the route



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path. Chief Longo advised the Committee to reach out to VFW for the route that they usually take. TM Tantillo suggested the Fun Run to be marketed as a walk. CW Rojas stated it could be named a “Walk to Support Our Veterans”. TM Tantillo confirmed the Town has many donated flags from the ROTC Flag Day and previous events that may be given away for this event. TM Tantillo is waiting for Cub Scouts to confirm if they will perform the Flag Raising Ceremony or the Pledge of Allegiance at the event. TM Tantillo will look into purchasing Poppy’s for the event and to confirm if Cub Scouts will read the Poppy Poem.

2. CW Clarke asked if there will be a presentation at the beginning of the event to state the importance of and the reason why it has been gathered. All members present will reach out to their connections in an attempt to gather speakers. CW Rojas confirmed the event will start at 9 am and the walk will start at 10 am. CW Rojas explained that volunteers can hand out items for the event and guest speakers presenting will happen between 9 am and 10 am. CW Rojas confirmed that there will be safety monitors on the sidewalks to guide participants with directions. CW Rojas stated the route path begins on Ginn Street, proceed to Gray Street, then to South Street, stop at Lifehouse Church and return the same way. CW Rojas advised the walk will be about three miles. CW Rojas confirmed she will reach out to Lifehouse Church to ask if the event may start and end at Lifehouse Church to utilize parking. Chief Longo suggested that speakers can present at the school entrance.
3. CW Clarke recommended to invite Middletown Transcript to report on the event. TM Tantillo confirmed she will attempt to reach out to Middletown Transcript or other news agency to come to event.

VI. Adjournment

- a. Committees will meet on the Wednesday the week of October 17th at 5 pm.
- b. Meeting adjourned at 6:05 pm